UNIVERSITY OF MASSACHUSETTS LOWELL
CENTER FOR LOWELL HISTORY
INDOCHINESE REFUGEE FOUNDATION COLLECTION
DONATED BY HAI AND LAN PHO
2nd Floor Last Row near Flat Files

BOX 1 CORPORATIONS - EMPLOYMENT OPPORTUNITIES

FOLDERS 1-60

1. ADAGE Company - job applicants
2. Alden-Broden Rollers – job application form
3. Analog Devices – job application form
4. Apollo Computer – job posting
5. AVCO – job posting
6. Bard, Inc. – job application form
7. BASF Systems – job posting, trainee registration forms, Cycle II
8. B.T.U Engineering Corporation
9. CETA – job application form
10. Chatel Engineering – job application forms
11. Comet Products – job application form
12. Computographic – job application form
13. Computer Device Inc. – job application form
14. Computervision
15. Container Services – job posting
16. Controlonics – job application form
17. Data Lab Research – job application form, job posting
18. Digital – job posting, job application form
19. D’Youville Manor – job application form
20. Electronic Test Center – job application form, job posting
21. Filter Flo – job application form
22. Form Fit Plastics – job application form
23. General Aluminum Corporation. – job application form
24. Grace Shoe – job posting
25. Hallisy Chevrolet – job application form
26. Hewlett Packard
27. Honeywell Inc.
28. Interconics – job applicant, annual report
29. Jampa Manufacturing – job posting
30. Joan Fabrics – job application form
31. Leather Shop – job application form
32. Lowell General Hospital – employment survey
33. Lowell Lingerie – employment orientation – curriculum
34. Lowell Lingerie – employment orientation - curriculum
35. Lowell Lingerie – job applicants
36. MACOM – job posting
37. Marshalls Inc. – job application
38. Materials Company of Boston
39. New England Instrument Co. – job applicants
40. Power Cube – job application form, job posting
41. Prince Macaroni – job application form, job posting
42. Registry of Motor Vehicles
43. Rosstein – job posting
44. St. John’s Hospital – job application form
45. St. Joseph Hospital – job application form
46. Scopus – job posting
47. Stouffer’s Bedford Glen – job application form
48. Unitrode – job application form
49. USCI – advanced students
50. USCI – correspondence
51. USCI - curriculum
52. USCI – cycle I
53. USCI – cycle II
54. USCI – originals
55. USCI – personnel List
56. USCI – trainee Registration Forms
57. United States Postal Service - exam
58. Wang – job application form, job postings
59. Warley Worsted – job applicant
60. Winco Inc.

BOX 2  CORRESPONDENCE

FOLDERS 1-48

1. Correspondence (miscellaneous)
2. Correspondence (miscellaneous)
7. Correspondence 7/1982 – 9/1982
15. Correspondence 1/1984 – 61984
16. Correspondence – DPW
17. Correspondence – Funding Reimbursement
18. Correspondence – Government Officials
19. Correspondence – Incoming
20. Correspondence – IRF and International Institute
21. Correspondence – Letters of Support
22. Correspondence – Memos
23. Correspondence – Project Closeout
24. Correspondence – Thank you notes
25. Cultural Plan Committee
26. Curriculum – Cambodian/English
27. Education Task Force
28. Education Work Group
29. Eighteen-Month Limitation
30. Employment and Training
31. Electronics Training
32. Emergency Resource List
33. Employment and Economic Development Task Force
34. Employment and Education Services
35. Employee Performance Rating
36. Employment Billing Forms
37. Employment Orientation
38. Employment and Training
39. Entertainment
40. Equipment Manuals
41. Ethnic Meeting – Instruction Sheet
42. Evaluation Data
43. Executive Order #213
44. Exhibit – Images of Peace
45. Exxon Foundation
46. Family Reunification - Applications
47. Federal NSTLTR
48. Film Series
1. ESL – Admission Priority
2. ESL – Adult Basic Education
3. ESL – Applicants
4. ESL – Applicants accepted
5. ESL – Asian Project Handbook
6. ESL – Bibliographies
7. ESL – Bibliographies
8. ESL – Billing Forms
9. ESL – Budget (weekly)
10. ESL – Catalogues
11. ESL – Certificates
12. ESL – Client Flow
13. ESL – Conference
14. ESL – Consultant Contracts
15. ESL – Curriculum
16. ESL – Curriculum Addendum
17. ESL – Employment Orientation
18. ESL – Employment Task Force
19. ESL – Evaluation Material
20. ESL – Evaluation Training
21. ESL – Foreign Language Phrases
22. ESL – Forms – original
23. ESL – Graduation List – 1984
24. ESL – Handout Copies
25. ESL – Job Search Training
26. ESL – Life Skills Training
27. ESL – Literacy Training
28. ESL – Materials Lists
29. ESL – Multicultural Education Handouts
30. ESL – Participation Reports
31. ESL – Program Member Agency
32. ESL – Pretest for July
33. ESL – Pre-vocational
34. ESL – Pre-vocational 1982
35. ESL – Program Design
36. ESL – Report
37. ESL – Service Delivery Report
38. ESL – Service Provision
39. ESL – Services – Indochinese Specific ESL Guides
40. ESL – Services - Weekly Report
41. ESL – Statistics Statewide
42. ESL – Student Info and Scores
43. ESL – Survival
44. ESL – Task Force Meetings
45. ESL – Teaching English to Lao
46. ESL – Trainers Workshop
47. ESL – Training Manual
48. ESL – Unemployed People
49. ESL – Workshops

BOX 4 FINANCIAL PAPERS

FOLDERS 1-65

1. Accounts Payable – Checks
2. Accounts Payable – Loan transfers
3. Accounts Payable – Requests/Children’s Fund
4. Accounts Receivable
5. Accounts Receivable – Billed
6. ADP Payroll Service
7. Anstiss and Kavanaugh Accountants
8. Bank Receipts
9. Bank Statements and Checks
10. Bank Statements – Foundation
11. Bank Statements – Operating
12. Bank Statements – Payroll
13. Bank Statements – Restricted
14. Bills paid
15. Budget
16. Budget Breakdown
17. Budget Closing Costs
18. Budget Closing, Tally Breakdown
20. Budget Forms
21. Budget Internship Program
22. Budget – MAA monthly tally
23. Budget – Monthly Tally
24. Budget – Monthly Tally
25. Budget – Orientation Vouchers
26. Budget – Petty Cash
27. Budget Revision
28. Budget Travel Vouchers
29. Budget Worksheets
30. Cash Disbursement Journal
31. Cash Receipt Journal
32. CETA – OET Time Sheets
35. Chart of Accounts
36. Checks – cancelled
37. Checks – cancelled
38. Closed Business – ADP Payroll Systems
39. Closed Business – Affiliated Organizations
40. Closed Business – Bank Reconciliation – 1984
41. Closed Business – Book Keeping
42. Closed Business – Cash Disbursement Journal
43. Closed Business – Cash Receipts Journal
44. Closed Business – Clients
45. Closed Business – Contacts, phone calls, meetings, notes
46. Closed Business – Employment
47. Closed Business - Forms
48. Closed Business – Indochinese Proposals
49. Closed Business – Neighborhood Youth Corps
50. Closed Business – Payroll Journal
51. Closed Business – Personnel Policy
52. Closed Business – Personnel Records
53. Closed Business – Space
54. Closed Business – Staff
55. Closed Business – Summer Youth Employment
56. Closing Statement Work Sheets
57. Comp/Sick Time Charts
58. Contracts
59. Contract – DPW
60. Contract – DPW
61. Contract – DPW/Extension
62. Contract – Indochinese Cultural Representation
63. Contract – RFP Targeted Assistance
64. Contract – Target Assistance – IRF Community Res. Dev
65. Contract – Target Assistance – ULowell Research Foundation

BOX 5 FINANCIAL PAPERS

FOLDERS 1-38

1. Department of Public Welfare
2. Department of Public Welfare – billing
3. Department of Public Welfare – billing
4. Department of Public Welfare – billing
5. Department of Public Welfare – billing
6. Department of Public Welfare – billing
7. Department of Public Welfare – billing
8. Department of Social Services – billing
9. Department of Social Services – billing
10. Department of Social Services – billing
11. Donations
12. Employee Finances
13. Employee Records
14. Employment Billing
15. Equipment Inventory
16. Federal Tax Deposit Forms – Mass Payment Book
17. Fed/FICA Monthly Payments
18. Fed/FICA Quarterly Reports
19. Fed/FICA Tax Payments
20. Financial Statements
21. Financial Statements
22. First Bank and Trust
24. General Ledger Chart of Accounts
25. Internal Revenue Service
27. Interpreter Vouchers - Cambodian
28. Interpreter Vouchers - Cambodian
29. Interpreter Vouchers – Cambodian/Laos/Vietnamese.
30. Interpreter Vouchers – Laotian
31. Interpreter Vouchers – Laotian
32. Interpreter Vouchers – Laotian
33. Interpreter Vouchers – Vietnamese
34. Interpreter Vouchers – Vietnamese
35. Interpreter Vouchers – Vietnamese
36. Invoices
37. Invoices
38. Job Insurance – Quarterly Reports

**BOX 6**  **FINANCIAL PAPERS**

**FOLDERS 1-34**

1. Ledger
2. Loan Reconciliation
3. MAA Conference Vouchers
4. Monthly Budget Support Service Tally
5. OET Grant
6. Operating
7. Operating Account
8. Operating Account – originals
9. Operating – Bank Statements and Checks
10. Paid Accounts Schedule
11. Payroll Account
12. Payroll Account
13. Payroll Bank Statement and Checks
14. Payroll Bank Statements
15. Payroll Book
16. Payroll Book
17. Payroll Journal
18. Personnel – Inactive
19. Petty Cash Statements
20. Public Charities
21. Rate Settings 1984-1985
22. Rate Settings RSC 600 – CETA Tally
23. Rate Settings RSC 600 - Cost Report
24. Rate Settings RSC 600 - Report
25. Receipts
26. Receipts
27. Receipts
28. Receipts
29. Receipts
30. Receipts
31. Receipts
32. Receipts
33. Receipts
34. Receipts

BOX 7 FINANCIAL PAPERS

FOLDERS 1-3

1. Payroll Books (6)
2. Payroll Books and Cancelled Checks
3. Petty Cash Record Book

BOX 8 FINANCIAL PAPERS

FOLDERS 1-32

1. Restricted Account – Bank Statements
2. Restricted Account – Cancelled Checks
3. Restricted Account – Receipts
4. Restricted Account – Superintendent of Documents
5. Tax Act 1981
6. Tax Exempt
7. Taxes 1980
8. Taxes 1980 (Decembre)
9. Taxes 1981 (March)
10. Taxes 1981 (June)
11. Taxes 1981 (September)
12. Taxes 1981 (December)
13. Taxes 1982 (March)
14. Taxes 1982 (September)
15. Taxes 1982 (December)
16. Taxes 1983 (June)
17. Taxes – Amended returns
18. Taxes – Audit
19. Taxes – Data Sheet
21. Taxes – Forms
22. Taxes - Forms to be sorted
23. Tax Quarterly - 1980
24. Tax Quarterly - 1984
25. Tax return of unexpended balance
26. Tax State Quarterly Report and Payments
27. Tax Unemployment Info and Rating
28. Tax Withheld Deposit
29. Time Sheets – Regular Payroll
30. Time Sheets – Support Service Payroll
31. Travel Vouchers
32. Vendors

BOX 9 ABSTRACT - DONATIONS

FOLDERS 1-78

1. Abstract – Project Proposal
2. Accounts Receivable
3. Act – Establishing office in Health and Human Services
   Act – Transferring functions to Department of Education
4. Addresses - contacts, sponsors, committees, community, etc.
5. Advisory Council – Correspondence
6. Advisory Council - Statewide
7. Affirmative Action
8. Agencies – Resettlement and Social Services
9. AID Maintenance Company
10. Amendment of contract
11. Annual Report
12. Anstiss and Kavanaugh – Exit Conference
13. Applications - Grant Writers
14. Applications – IRF Candidates and Project Directors
15. Applications – ISHP
16. Applications – Vietnamese Counsel and Bilingual
17. Area Distribution – Cover sheet
18. Articles of Organization
19. Asian American Civil Rights Group; Commission; Workshop
20. Asian Community Leaders
21. Asian Shelter and Advocacy Project
22. Assistance Program – Proposal Request and Training Workshop
23. Authorization for signature
24. Banking
25. Bibliography
26. Bilingual Education (Lowell) and Interpreters
27. Board of Directors
28. Boston Public Hearings
29. Boston University – Indochinese Training Center
30. Brochures – Bookkeeping
31. Brochures for Foundation
32. Brochures, pamphlets, programs, etc.
33. Cambodian America Voter League
34. Cambridge Community Services – Work Wise Mentor Project
35. CAPAY
37. Case Management Proceedings from Workshop
38. Case Management Reporting Forms
40. Center for Applied Linguistics
41. CETA
42. Chinese American Civic Association – Proposal
43. Christmas Party – Children’s list
44. Client Monthly Service Report
45. Commonwealth of Massachusetts – Application for Registration
46. Commonwealth of Massachusetts - State House
47. Commonwealth of Virginia – Asian American Golden Age Center
48. Community Outreach
49. Community Relations Task Force
50. Community Resource Developers
51. Community Training and Assistance Center
52. Conference – “Indochinese in America: Community Approaches American Dream”
54. Conference - Coordination
56. Conference – “Understanding and Working with Southeast Asian Refugees”
57. Congressional Records
58. Consortium
59. Consortium – 83/84
60. Contract Amendment
61. Contract – Department of Public Welfare
62. Contract – DSS
63. Contract – DSS Cancellatio
64. Contract – Extensions
65. Contract – International Institute
67. Convention – “Indochinese Community Leadership”
68. Corporate Child Care Program
69. Demographic Data
70. Department of Education – “Recruitment and Retention…”
71. Department of Health and Human Services – CMA Program
72. Department of Health and Human Services – Application of Assistance
73. Department of Public Safety
74. Department of Public Welfare – billing Instructions
75. Department of Social Services – billing Instructions
76. Department of Social Services – Lowell Board
77. Digital Equipment Corp. – Celebrating Differences
78. Direct Services Task Group
79. Donations

BOX 10   FILES: F – GOVERNOR’S ADVISORY COUNCIL - MINUTES

FOLDERS 1-31

1. Fitchburg Mosaic Project
2. Fitchburg Public Library – “Dr. Hai Ba Pho - Scholar”
3. Florentine Films
4. Forms – Annual Report/Articles of Amendments
5. Forms – Samples
6. Friends of Foundation – Awards
7. Fundraising
8. Gateway City Programs
9. Gateway City Programs
10. Gateway City Programs
11. Gateway City Programs
12. Gateway City Programs Conference
13. Gateway City Programs Advisory Council
14. Georgetown Conference
15. Georgetown National Leadership Conference
16. Government – Public Affairs
17. Governor’s Advisory Committee
18. Governor’s Advisory Council 1995-1996
19. Governor’s Advisory Council 1992
20. Governor’s Advisory Council 1989-1990
22. Governor’s Advisory Council
23. Governor’s Advisory Council
24. Governor’s Advisory Council
25. Governor’s Advisory Council
26. Governor’s Advisory Council – Chairs
27. Governor’s Advisory Council – Mailing Lists
28. Governor’s Advisory Council – Minutes, meetings, agendas
29. Governor’s Advisory Council – Minutes – 1991
30. Governor’s Advisory Council – Minutes – 1992

BOX 11  GOVERNOR’S COUNCIL–INDOCHINESE SELF HELP ROJECT

FOLDERS 1-47

1. Governor’s Advisory Council – Dr. Hai B. Pho
2. Governor’s Advisory Council – on Refugees and Immigrants - Annual Report 1989-1990
4. Governor’s Advisory Council – Report on Merrimack Valley Public Hearing
5. Governor’s Advisory Council – Report on Merrimack Valley Public Hearing
7. Governor’s Advisory Council – Report on Western Massachusetts Public Hearings
8. Governor’s Advisory Council – Refugee Immigrants
9. Governor’s Advisory Council – Refugee Resettlement
10. Governor’s Advisory Council – Refugee Resettlement
11. Governor’s Advisory Council – Retreat
12. Governor’s Task Force – Location of Resettlement Office, Report on possible alternative sites
13. Graduation list
14. Grant Application – English Language Program and Employment Counseling Services
16. Grant Award Notice – “Self Help”
17. Group Sessions
18. Grant Writing Workshop 1981
19. Grant Writing Workshop II
20. Greater Lowell Private Industry Counsel – Project Review and Evaluation Committee
22. Green Card Application
23. Health and Human Services – Action Transmittal
24. HEW Proposal – English Language and Employment Counseling
25. Holidays
26. Household Goods Drive
27. Housing Contract
28. Human Resources Task Force
29. Human Resources Task Force
30. Images of Peace
31. Immigrant Health and Mental Health
32. Immigration/Naturalization
33. Immigrant Policy Project
34. Immunization
35. Indochina Refugee Action Center
36. Indochina Resource Action Center
37. Indochinese Cross Cultural Symposium
38. Indochinese Festival ‘83
39. Indochinese Folk Festival
40. Indochinese Folk Festival ‘84
41. Indochinese Materials Center
42. Indochinese Refugee Foundation – Information and Referrals
43. Indochinese Refugee Foundation – Information and Referrals
44. Indochinese Refugee Foundation – Innovative Employment
45. Indochinese Self-Help Project
46. Indochinese Self-Help Project
47. Indochinese Self-Help Project - Evaluation

BOX 12 INDOCHINESE SELF HELP PROJECT – LOWELL INTERNATIONAL INSTITUTE

FOLDERS 1-40

1. Indochinese Self-Help Project – Final Report
3. Indochinese Self-Help Project – Progress Report
4. Indochinese Self-Help Project – Progress Report I
5. Indochinese Self-Help Project – Progress Report 2nd Quarter
6. Indochinese Self-Help Project – Progress Report 3rd Quarter
7. Indochinese Self-Help Project - Progress Report IV
8. Indochinese Self-Help Project – Proposal for Continuation
9. Indochinese Symposium – Mailing List
10. Insurance
11. Interagency Task Force on Executive Order 257
12. Interagency Task Force on Executive Order 257
13. International Institute of Boston – Workshop “Achieving English Language Literacy”
14. International Rescue Committee/International Programs
15. Interpreter Services Vouchers
16. Invoices
17. Invoices for Services/Correspondence
18. Irish Immigrant Center
19. IRSSC Statement of Purpose
20. Job Description – Community Resource Development Trainee
21. Job Description – Grant Writers-including contract
22. Job Description – Part Time Instructor
23. Job Description – Postings
24. Job Getting Ideas
25. Johnson/Gillette Real Estate association with Lan Pho
27. Justice Department
28. Kettering FDN/MCC
29. Labels
31. Laotian Newsletters
32. Lawful Admission Record
33. Learn English and How to Get a Job
34. Legal Documents
35. Letterhead for IRF
36. Letter of Hire
37. Letters of Support
38. Letters of Support
39. Lowell Conference on Industrial History
40. Lowell High School – Bilingual Roster
41. Lowell Historic Preservation Commission – Exhibit Advisory Committee

BOX 13 LOWELL INTERNATIONAL - NEW

FOLDERS 1-66

1. Lowell International Institute
2. Lowell Office of Employment Training
3. Lowell Public Schools – Bilingual Education
4. Lowell Public Schools – Parent Advisory Council
5. Lowell Workshop
6. Manual – Setting up and running a multi-service neighborhood Center
7. Massachusetts Arts Lottery Council
8. Massachusetts Education
9. Massachusetts Coordination Conference
10. Massachusetts Human Services Coalition
11. Massachusetts Office of Refugee Resettlement – Organizational Chart
12. Massachusetts State Plans and Statistics
13. Meeting – Staff (notes)
14. MICA Program
15. Migration and Refugee Services
16. Minutes
17. MIRA – Mass. Immigrant – Refugee Advocacy Coalition
18. Mutual Assistance Association
19. Mutual Assistance Association Conference
20. Mutual Assistance Association Conference
21. Mutual Assistance Association Conference 1982
22. Mutual Assistance Association Conference 1983
23. Mutual Assistance Association Conference - Agenda
24. Mutual Assistance Association Conference – Agenda/budget
25. Mutual Assistance Association Conference – Budget expenses
26. Mutual Assistance Association Conference – Evaluations
27. Mutual Assistance Association Conference – Follow-up
28. Mutual Assistance Association Conference – Invitation
29. Mutual Assistance Association Conference – Mailing list
30. Mutual Assistance Association Conference – Mailing list 1982
31. Mutual Assistance Association Conference – Materials
32. Mutual Assistance Association Conference – Packet 1982
33. Mutual Assistance Association Conference – Packet
34. Mutual Assistance Association Conference – Packet
35. Mutual Assistance Association Conference – Packet
36. Mutual Assistance Association Conference – Participants
37. Mutual Assistance Association Conference – Registration
38. Mutual Assistance Association Conference – Resolutions
40. Mutual Assistance Association Development
41. Mutual Assistance Association Job Development Briefing
42. Mutual Assistance Association Project – Abstracts
43. Mutual Assistance Association Subcontract
44. Mutual Assistance Association Task Force
45. Mutual Assistance Association Task Force
46. Mutual Assistance Association Task Force
47. National Association for Vietnamese American Foundation
48. Naturalization
49. Needs Assessment
50. Nellum and Associates - job Program
51. New Arrivals – Instructions
52. New England Agency for Refugee Resettlement
53. New England Indochinese Proposal Draft
54. New Year
55. Newsclips
56. Newsletter

15
57. Newsletter – Cambodian
58. Newsletter – City Links
59. Newsletter – Indochinese Refugee Foundation
60. Newsletter – Lowell House Authority – “News and Views”
61. Newsletter – Mailing list
62. Newsletter – Newcomer News
63. Newsletter – Nguoi Viet Boston
64. Newsletter – ORR
65. Nguyen, Long N. (MD)
66. Non-profit information – Articles of Amendment

BOX 14  OBSTETRICS – PROPOSALS: A

FOLDERS 1-62

1. Obstetrics Translation
2. OET Monthly Activity Report
3. Office of Employment and Training
4. Office of Human Services – Budget Hearings
5. Office of Refugee Resettlement
6. Office of Refugee Resettlement – Consultation/Philadelpahia
7. Office of Refugee Resettlement – Instructions
8. Office of Refugee Resettlement – Meeting 1979
10. Office of Refugee Resettlement – Program Funding
11. Office of Refugee Resettlement – Proposal Package
12. Office of Refugee Resettlement – Refugee and Relief Services
13. Office of Refugee Resettlement – Workshop, Management, and Organizational Issues
15. Office of Refugees and Immigrants
17. Office of Refugees and Immigrants – Governor’s New American Appreciation Award
18. Office of Refugees and Immigrants – “New Roots”
19. Office of Refugees and Immigrants – “Public Hearing on Needs of Refugees and Immigrants in Boston”
20. Organization Charts
21. Orientation/Information Handouts
22. Orientation Meetings/Announcement
23. Outreach 1982
24. Outreach - Mailing List
25. Outreach – Policies
26. Outreach – Publicity, Strategy
27. Paper – “Community Resource Opportunity Project Orange County Southeast Asian Community”
28. Paper – “Developing Group Homes for Older People”
30. Parker Foundation – Breakdown of Services
31. Payroll Support Services
32. Payroll Support Services
33. Payroll Updates
34. Personnel – Dau Van Bui
35. Personnel – Gendron, Joan
36. Personnel – Haur, Benghor
37. Personnel – Khamsombath, Bounsavanh
38. Personnel – Oum, Montha Long
39. Personnel – Pho, Gia Thai
40. Personnel – Sao, Narin
41. Personnel – Sayasane, Phomma
42. Personnel – Vessey, Anne
43. Personnel – Yaucheos, Leslie A.
44. Personnel Forms
45. Personnel Policies
46. Personnel – Schedule of Hours
47. Personnel – Schedule of Salaries
49. Police Office Exam
50. Programs
51. Program Publicity
52. Program – Quarterly Reporting Form
53. Progress Report – Monthly
54. Project Charts
55. Project I – Cash Receipts
56. Project I – Financial Report
57. Project I – Time Sheets and Payroll
58. Project – “Young Parents Initiative Program”
59. Proposal
60. Proposal – Abstract
61. Proposal – “Adult Education Service Program”
1. Proposal – “Cable TV installer/technician”
2. Proposal – “Continuation of Self-Help Project”
5. Proposal – Continuation of Self-Help Project
6. Proposal – Continuation of Self-Help Project
7. Proposal – Continuation of Self-Help Project
8. Proposal – Continuation of Self-Help Project
9. Proposal – Department of Public Health
10. Proposal – Department of Public Health
15. Proposal – Education and Employment Services
16. Proposal – E.S.L/Prevocational Skills Training
17. Proposal – Ethnic Self-Help Organizations
18. Proposal – Grant for Self-Help Projects
19. Proposal – Indochinese Refugees Education /Employment Services
20. Proposal – Human Service Professional Training Program
21. Proposal – Lawrence
22. Proposal – Life Skills Development Program
24. Proposal – Middlesex Employment Resource Center
25. Proposal – Parker Foundation
26. Proposal – Patient Care Assistant Training
27. Proposal – Request for Education/Training Program
28. Proposal – Samples
29. Proposal – Self-Help Project
30. Proposal – Self-Help Project
32. Proposal – Self-Help Assistance Resource Project
33. Proposal – Self-Help Assistance Resource Project
34. Proposal – Short Term Adult Retraining
36. Proposal – Summer Camp
37. Proposal – Support Letters
38. Proposal – Welfare Training Program
FOLDERS 1-54

1. Public Hearing - Needs of Refugees and Immigrants
2. Publicity Articles/News
3. Publicity – Non-Foundation
4. Publicity – Newspaper Lists
5. Publicity – Notice/Release
6. Publicity – Purchase Agreement
7. Quarterly Reports
8. Quarterly Reports
9. Questionnaire
10. Recipes
11. Record Keeping Samples
12. Recruitment – Bilingual Housing Counselor
13. Recruitment – Bilingual Interpreter/Outreach Worker
14. Recruitment – Bilingual Service Counselor
15. Recruitment – Bookkeeper
16. Recruitment – Cambodian Bilingual
17. Recruitment – ESL Applicants
18. Recruitment – ESL Instructor
19. Recruitment – Job Developer
20. Recruitment – Laotian Bilingual
21. Recruitment – Project Director
22. Recruitment - Resumes
23. Recruitment – Secretary/Bookkeeper
24. Recruitment – Temporary ESL Instructor
25. Refugee – Active Clients, December 1983
26. Refugee Cash and Medical Assistance Administration
27. Refugee Community Planning
29. Refugee Funding Announcement
30. Refugee Housing Committee
31. Refugee Immigrants in Mass. 1995 - Overview
32. Refugee Intake Form
33. Refugee Policy Group
34. Refugee Resettlement Model
35. Refugee Resettlement Office – Consortium
36. Refugee Resettlement Office – Consultation 1986
37. Refugee Resettlement Office – MAA Incentive Grants
38. Refugee Resettlement Office – Reorganization
39. Refugee Resettlement Office – Screening Process
40. Refugee Resettlement Office – Second State Planning Office
41. Refugee Service Plan
42. Refugee Settlement Hearings
43. Refugee Settlement Office – Workshop on State Health
44. Report – Annual Planning Info – Fiscal Year 1982
52. Requests for Advance Reimbursement
53. Request for Proposal Package
54. Request for Proposal Transmittals
55. Research Foundation – Grant and Contract Procedures Manual
56. Research Foundation – Request for Personal Action
57. Resettlement

BOX 17 RESOURCES

FOLDERS 1-61

1. Resource - Arts Council
2. Resource - Asian Pacific Group
3. Resource - Association Foundation of Greater Boston
4. Resource - Bay State Skills Corp.
5. Resource - Bibliographies
6. Resource - Bilingual Counseling Surveys
7. Resource - Boston University
8. Resource - Bridge
9. Resource - Center for Occupational Awareness and Placement
10. Resource - Coalition for a Better Acre
11. Resource - Community Housing Resource Board
12. Resource - Community Teamwork
13. Resource - Counselor Training
14. Resource - Day Care
15. Resource - Department of Public Health/Code Regulations
16. Resource - Donated Services
17. Resource - Donations
18. Resource - Economic Development
19. Resource - Employment and Training
20. Resource - Evaluation
21. Resource - Experiment in International Living
22. Resource - Family Planning Information
23. Resource - Federal Register
24. Resource - Field Placement Requests
25. Resource - Food Pantry
27. Resource - Fuel Assistance
28. Resource - Funding Prospects
29. Resource - Governor’s Council/Homeless
30. Resource - Grant Writers Workshop
31. Resource - Grantsmanship Center Source Book
32. Resource - Headstart
33. Resource - Health and Human Services
34. Resource - Health/Medicine
35. Resource - Housing Rehab. Loans/Grants
36. Resource - Human Resources Task Force
37. Resource - Hyun Hee Handicraft Cooperative
39. Resource - Landlord Listing
40. Resource - Lead Paint Prevention
41. Resource - Lowell Ethnic Covenant
42. Resource - MAA
43. Resource - MAA Incentive Grant
44. Resource - Management Workshop
45. Resource - Maps
46. Resource - Master PAC
47. Resource - Mental Health
48. Resource - Middlesex Job Training
49. Resource - Migrant Program
50. Resource - Miscellaneous
51. Resource - Old Firehouse Community Center
52. Resource - Outreach/Loatian
53. Resource - Overseas Programs/Camps
54. Resource - Program Announcements
55. Resource - Public Assistance-Statistics-DSS and DPW
56. Resource - Public Law/Refugee Act
57. Resource - Refugee Reports
58. Resource - Refugee Resource Center
59. Resource - Resettlement Data
60. Resource - Resettlement and Social Services Agencies
61. Resource Directory
FOLDERS 1-59

1. Resource - Resume – Duyen Quach
2. Resource - Section 8 Applications
3. Resource - Simpson/Mazzoli Bill
4. Resource - Sponsorship Forms
5. Resource - State Forum Health Subcommittee
6. Resource - State Planning Conference
7. Resource - Support Work
8. Resource - Targeted Assistance
9. Resource - Technical Assistance/Mental Health
12. Resource - Training Seminars
13. Resource - Translation Requests
14. Resource - Travelers Aid Society
15. Resource - TB Clinic
17. Resource - US Planning Corporation
18. Resource - US Senators and Congressman
21. Resource - Welfare 100 hr. roles
22. Resource - Welfare Eligibility
25. Resource - Work Training Program
27. Resource - YWCA Boston
28. Seminar – Non-Profit Organization
29. Seminar – Grant Writing
30. Seminar – Social Services
31. Services
32. Services Delivery Report
33. Small Business Information
34. Social Security Administration
35. Social Service Application/Plan
36. Staff Time Chart
37. SSRC/ALCS Joint Committee – Indochina Studies Program
38. State Funding
40. State Refugee Service Plan
41. State Refugee Coordinators
42. Steering Committee
43. Steering Committee
44. Steering Committee
45. Steering Committee
46. Steering Committee/Mass
47. Steering Committee Minutes
48. Study – English Language Training
49. Study – Refugee Resettlement Program
50. Substitute Teachers Vouchers
51. Summer Youth Employment and Training – Folk Tales
52. Support Services
53. Symposium Budget
54. Symposium Cross Cultural
55. Symposium Evaluation
56. Symposium on Exile – Paper by Hai B. Pho, PhD.
57. Symposium Packet
58. Symposium Papers
59. Symposium Profiles
60. Symposium Publicity
61. Symposium Registration

BOX 19 MISCELLANEOUS TAR – WOR

FOLDERS 1-

1. Targeted Assistance Plan
2. Targeted Assistance Plan
3. Task Force Chairs – Annual Reports
4. Tax Exempt Application
5. Tet’s Party
6. Time Sheets
7. Time Sheets
8. Time Sheets – OET
9. Translations
10. Translations
11. Translations – Announcement
12. Translations – Housing
13. Translations – Interagency
14. United Community Planning Corp.
15. US Congress
16. US Department of Justice - Correspondence
17. US Department of Justice and Community Relations Service
18. US Post Office Bulk Mailing
19. US Senate
20. University of Lowell College of Arts and Science – Task Force
21. University of Lowell Employment and Training
22. University of Lowell Employment and Training
23. University of Lowell Teacher Training WKSH
24. University of Massachusetts Lowell College of Arts and Science
25. University Weekly
26. Utility Rights
27. Vidmanis, Loan Anh – Quinsijamond Community College
28. Vietnamese American Forum
29. Vietnamese California’s Central Valley – Lecture
30. Vietnamese Center – Misc. Correspondence
31. Vietnamese Foundation Inc. – Neighborhood Model Study
32. Vietnamese Mutual Assistance Association
33. Vietnamese Newsletter
34. Vietnamese Party
35. Vietnamese Senior Citizens Association
36. Western Massachusetts Public Hearing Report
37. Women’s Project
38. Work and Training Program

**BOX 20 ARTIFACTS – PHOTOS**

2. Matchboxes: “Vietnam President NGO Dinh Diem” and Stamp
3. Patch: “Langbian Palace Dalat”
4. Photos (BandW) Identified job sites
5. Photos (BandW) Unidentified
6. Photos (Color) Unidentified

**BOX 21 NEWSPAPERS / NEWSPAPER CLIPPINGS**

*AnhSang* Paper
Daily Wireless File – May 1957
*Saigon Daily News Round-Up* - May 1957
*World Refugee Survey* - 1981
Clippings from various newspapers w/various dates